LAWNDALE ELEMENTARY SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES www.lawndale.k12.ca.us

4161 West 147th Street ▪ Lawndale, CA 90260 ▪ (310) 973-1300 ▪ FAX (310) 263-6493

Job Description

DIRECTOR OF PURCHASING

ADMINISTRATIVE RELATIONSHIP:

A management position under direction of the Deputy Superintendent-Business Services and general supervision of the Director of Budgeting and Accounting, performs responsible duties relating to the acquisition, warehousing and delivery of supplies equipment and materials for the District.

DEFINITION:

A management position which supervises, coordinates and directs the purchasing, warehousing, and delivery operations of the Lawndale School District. Develops specifications, advertises for bids, solicits quotations, analyzes bids and quotations received, prepares contracts and recommends awarding of contracts or placing of purchase orders. Coordinates delivery schedules of supplies and mail to various sites.

REPRESENTATIVE DUTIES:

- Obtain and study comparative prices and quotations; study price trends and market conditions and interview vendor representatives. ***E***

- Maintain information on sources of supply and new product developments; investigate quantity and quality of commodities purchased and oversee the bidding process. ***E***

- Monitor purchase requisitions to determine correctness of information and price extensions. ***E***

- Purchases supplies and equipment following professional standards in conformance with State law and District policy; prepare purchase orders, receive and audit invoices and develop and maintain appropriate records including vendors register, commodity register and bidders list. ***E***

- Oversee the operations of the perpetual inventory systems and the operation of central warehousing and delivery systems; work with Principals and department heads as needed. ***E***

- Supervise the receipt, storage distribution and inventory of materials and supplies; assist in the supervision of warehouse personnel and assist in the maintenance of an up-to-date District-wide inventory. ***E***

- Maintain a current library of District computer software programs; assist in the operation of the District computer network and District computer systems. ***E***

- Assist in the preparation of complex specifications and bids; recommend awarding of contracts to the Board.

- Perform related duties as assigned.

KNOWLEDGE:

- Education code regarding purchasing of supplies, equipment, materials and services.
- Principles, methods and techniques of personnel management and supervision.
- Principles, methods and techniques of purchasing supplies, equipment and materials.
- Purchasing and inventory control systems.
- Types of sources of supplies, equipment and materials used in a school district.
- Computer applications, including hardware and software.
- Principles, methods and techniques of computerized data processing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to BA with course work in business administration, procurement, public administration or a related field and five years of increasingly responsible experience in a school district business office is preferred. Experience in a private industry or public agency involving direct experience with purchasing, warehousing and delivery activities is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license; must qualify for normal District vehicle insurance premium rates.

WORKING CONDITIONS:

ENVIRONMENT:
District office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate standard office equipment, sitting for extended periods of time, hearing and speaking to exchange information in person and on the telephone, and seeing to read purchase orders, compare item numbers, prices, stock codes, and quantities.